

Seattle Civil Service Commissions 2013 WMBE Outreach Plan

Department Representative

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Department's Operation

The Civil Service Commissions (CIV) is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission, quasi-judicial bodies charged with providing fair and impartial hearings of alleged violations of the City's personnel rules. Each Commission is governed by a separate three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by and representing employees. The term of each Commissioner is three years.

The **Civil Service Commission (CSC)** provides fair and impartial hearings of alleged violations of the City's personnel rules. Employees may file appeals with the CSC regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as related rules and policies. The CSC may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system. In addition, the CSC investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter. The CSC conducts public hearings on personnel related issues and may propose changes to Personnel rules, policies, and laws to the Mayor and City Council.

The mission and purpose of the **Public Safety Civil Service Commission (PSCSC)** is to implement, administer, and direct a civil service system for sworn personnel of the Seattle Police Department and uniformed personnel of the Seattle Fire Department. The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues.

Nature of Department's Purchasing Habits

The Commission has a limited budget, thus limited purchasing power. The adopted 2013 budget totals \$373, 371. Ninety-six percent (96%), \$358,436, goes toward personnel expenses including salaries and benefits. Four percent (4%), \$14,935, is designated for other purchases and charges, primarily general office supplies, equipment rental, and training, which includes annual participation in the statewide Civil Service Conference and legal update training. The majority of our office supplies are purchased from WMBE contractors.

The Department has no on-going contracts for services or training. Contracted services include the occasional use of a court reporter or transcription services. The Department also hires pro-tem Hearing Examiners to hear employee appeals and strives to meet the City's WMBE outreach goals in this area; however, these individuals are not contracted, but are processed through the City's personnel system as intermittent temporary employees. This is the Department's primary opportunity to assist in the effort to use WMBE contractors. \$20,000 has been designated in 2013 for Hearing Examiner salaries which is approximately five percent (5%) of the overall budget.

2012 Accomplishments

In 2012, approximately four percent (4%), \$14, 490, was spent on "other charges" out of a total of \$323, 212. Forty-five percent (45%) of the other charges, \$6,572, went to WMBE contractors. This included Copy Services (\$4900.60), Legal Resources (1562.15, used in 2011, payment came out of 2012 budget), and Office Supplies (\$109.57).

Due to budget constraints, the Department did not use intermittent Hearing Examiners in 2012, but instead referred appeals to the City's Office of the Hearing Examiner.

2013 Goals

The Department makes an effort to use WMBE contractors for all purchases of supplies and services. The goal is to have 100% of these funds (approximately 50% of other charges or \$ 7245) go to WMBE contractors.

The Department's two Hearing Examiners include one person of color. Although these individuals are not reflected in our contracting or service budgets, they represent approximately 5% of the total budget and indirectly represent the Department's primary use of "outside vendors or contractors". In 2013, the Commission will be hiring a third hearing examiner for the pool, utilizing resources such as the various minority and women bar associations for applicants.